



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, O.C. 20314-1000

REPLY TO
ATTENTION OF:

CEIM-P (25)

23 February 1998

MEMORANDUM FOR COMMANDERS/DIRECTORS ALL USACE COMMANDS

SUBJECT: USACE E-mail and Personal Information Manager (PIM)
Flagship Standard

1. My "Corps Plus" strategy challenges us to revolutionize effectiveness by aligning for success, satisfying the customer, and building the team. Adopting common business practices and tools for electronic communication across the Corps will help us reach these goals. Common automation tools will unify command and control throughout the Corps and will foster a corporate approach to communications.
2. I have directed our Headquarters staff to migrate to Microsoft Exchange 5.x server with the Outlook 97 client by the end of 1998. This E-mail and Personal Information Manager (PIM) combines calendaring, taskers, contacts, and scheduling into one system. This system was selected as an improvement over the current Novell GroupWise 4.x system. It also satisfies the DoD requirement that all E-mail systems be compliant with the Defense Message System (DMS) and is available from the DMS contract.
3. All E-mail exchanged between this Headquarters and all Corps locations must be readable without reformatting. Commanders will ensure that their messaging systems achieve this goal. I envision that the E-mail and PIM functions listed above will be available and in common use throughout our total business workstation environment. This will enable Corps-wide scheduling, discussion groups and support for the virtual team environment. Final and authenticated documents sent as attachments will continue to use the Portable Document Format(PDF) IAW EC 25-1-252, Transfer and Interchange Formats for Electronic Documents, March 1997.
4. Point of Contact for questions or more information is COL Donald J. Whitten, Chief Information Officer, CEIM-ZA, (202) 761-0273.

FOR THE COMMANDER:

ALBERT J. GENETTI, JR.
Major General, USA
Chief of Staff